



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 6100.2F
B 07-3
1 Jul 02

BATTALION ORDER 6100.2F

From: Commanding Officer
To: Distribution List

Subj: PHYSICAL FITNESS AND BODY COMPOSITION PROGRAM

Ref: (a) MCO P6100.12
(b) MCO P1070.12K
(c) MCO P1610.7E

Encl: (1) Body Composition Evaluation Letter
(2) First Endorsement
(3) Second Endorsement
(4) Third Endorsement
(5) Fourth Endorsement
(6) Fifth Endorsement
(7) Sixth Endorsement
(8) Command PT Representative Assignment Letter

1. Situation. This Order provides guidance concerning the implementation of the Battalion's Physical Fitness and Body Composition Program (BCP) per references (a) and (b). This Program addresses Physical Training (PT), the Physical Fitness Test (PFT), the Remedial Physical Conditioning Program (RPCP), and the Body Composition Program.

2. Cancellation. BnO 6110.2H and BnO 6100.2E

3. Mission. Effective this date Headquarters and Service Battalion, MCB Quantico establishes a Physical Fitness and Body Composition Program to ensure physical fitness and body composition standards are met by all Marines.

4. Execution

a. Commander's Intent. That all personnel adhere to the Marine Corps' height, weight, and physical performance standards to the extent that they are capable of performing their duties in garrison and in combat.

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b. Concept of Operations. Company commanders will conduct the PT and BCP under the cognizance of the Battalion S-3.

c. Tasks

(1) Battalion S-3 Officer

(a) As the Battalion Command Physical Training Representative, supervise the conduct of the PFT and BCP within the Battalion.

(b) Maintain a roster of certified PT representatives for each company who are authorized to conduct PFTs and the BCP.

(c) Certify that the Battalion PFT course complies with reference (a).

(d) Consolidate all PFT worksheets from the companies and enter all scores into the unit diary within five working days of the event.

(e) Report the status of the BCP to the Battalion Commander on a monthly basis.

(f) Maintain file copies of the second endorsement letters (assignment to BCP). Additionally, maintain copies of the Marine's removal letter from the BCP.

(2) S-4 Officer

(a) Maintain the pull-up bars adjacent to Building 2006 to support the PFT and physical training.

(b) Ensure all Battalion scales are calibrated annually.

(3) Company Commanders

(a) Implement and supervise physical fitness training and testing in accordance with reference (a).

(b) Certify and assign in writing a SNCO or officer as the Company Physical Training Representative to administer the PFT, the RPCP, and the BCP using enclosure (8). Additional PT Representatives at the section or division level (NCO or

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above) may also be certified and assigned in writing by the company commander.

(c) Submit PFT worksheets to the Battalion S-3 within two working days after the completion of the test.

(d) Submit medical exemptions directly to CPAC no later than 10 days prior to the end of each semiannual period.

(e) Body Composition Program

(1) Evaluate each Marine's height, weight, and physical performance on a semi-annual basis in accordance with reference (a). Measure, counsel, and assign Marines who do not conform to Marine Corps health and physical fitness standards to the BCP within 24 hours of certification by an Appropriately Credentialed Health Care Provider (ACHCP).

(2) Ensure Marines assigned to the Program receive diet and nutrition training, appropriate counseling, endorsements, page 11 entries, and follow up measurements.

(3) Ensure BCP assignment letters, extensions, and removal letters are reported on the unit diary and forward copies to the S-3.

(4) Ensure internal control procedures are established to monitor Marines on the BCP.

(5) Officers senior to company commanders will be counseled accordingly by the Battalion Commander or Executive Officer.

d. Coordinating Instructions

(1) Physical Conditioning Program

(a) Commanders are authorized to conduct the required physical fitness training during off-duty hours when the mission requirements, work load, personnel status or other significant factors preclude fulfilling this requirement during duty hours.

(b) The uniform for company or Battalion PT, PFT, RPCP, organized athletics etc. will be green shorts and green T-shirt in the summer months and green sweats in the winter months. Watch caps may be prescribed as needed. For company

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PT, utilities and boots may be worn at the discretion of the company commander.

(2) Remedial Physical Conditioning Program. Marines who fail to obtain a passing score on the PFT and Marines on the BCP will be assigned to the company RPCP. Marines who are in the program for PFT failure will remain on the program for a minimum of 30 days and are required to obtain two passing scores on regularly scheduled PFTs. Marines assigned to the BCP will be on the program until officially removed from the BCP per reference (a).

(3) Physical Fitness Test

(a) All PFT testing will be conducted under the supervision of a company commander or his appointed PT representative on a course certified by the Battalion Physical Training representative (S-3 Officer). It is the responsibility of the company commander to coordinate with the owning unit any use of a certified course other than the official battalion course (Hawkins Avenue loop).

(b) The PFT will be administered throughout the semiannual period, avoiding extremely cold or hot conditions. Specific times and dates will be determined based on the weather and operational commitments of the companies.

(c) Results of PFTs conducted in any manner other than described above will not be considered official and will not be entered into the unit diary unless approved by the S-3 Officer.

(d) A Marine who fails the PFT will be counseled on his/her failure and be reflected in the proficiency mark (for corporals and below) or fitness report (for sergeants and above) per references (b) and(c) respectively.

(e) Establish company level tracking procedures to identify and report those individuals who have completed a PFT, have not completed a PFT, and those who are medically exempt for each semi-annual period. Maintain PFT rosters and semi-annual PFT reports on file for a period of two years.

(4) Body Composition Program

(a) Sergeants and above who are assigned to the BCP and/or fail to meet the body composition standards at completion

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of a BCP assignment will be administered an adverse fitness report per reference (c). Corporals and below will receive commensurate PRO/CON marks per reference (b).

(b) Counseling for unsatisfactory progress and all other administrative matters will be conducted per reference (a).

R. BARRY CRONIN

DISTRIBUTION: A

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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

6100
Office Code
Date

From: Commanding Officer, _____ Company
To: Medical Officer

Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

Ref: (a) MCO P6100.12

1. It has been determined that (RANK SNM) _____ is not within the Corps' body composition standards.
2. During the semi-annual body composition evaluation conducted on (YYMMDD) _____, SNM was found to weigh _____ pounds and has a _____ percent body fat. Per the reference, the Marine's maximum weight is _____ pounds based on a height of _____ inches.
3. SNM received a Physical Fitness Test (PFT) score on (YYMMDD) _____, which is a (1st/2nd/3rd) _____ Class score.
4. SNM was screened and does not meet the (PFT performance/ percent body fat) _____ criteria and is therefore not eligible for the Physical Performance Evaluation.
5. SNM has been advised that the loss of _____ pounds or _____ percent body fat is required and this reduced weight/body fat percentage must be maintained within the six-month BCP assignment period.
6. Request a medical evaluation, per the reference, be conducted to determine SNM's medical status for BCP and Remedial Physical Conditioning Program (RPCP) participation.

CO's Signature

Copy to:
Marine

ENCLOSURE (1)

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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

6100
Office Code
Date

FIRST ENDORSEMENT

From: Medical Officer
To: Commanding Officer, _____ Company

Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

Ref: (a) MCO P6100.12

1. Returned.

2. Per the reference, it has been determined that (RANK SNM)
_____ is not within body composition standards
for the following (initial one of the following):

a. (_____) Due to an underlying cause or associated disease.
Attached are the recommended follow-on medical
tests/evaluations.

b. (_____) Due to an underlying cause or associated disease.
Attached is the prescribed treatment for the condition. The
Residential Obesity Program is/is not recommended for this
individual.

c. (_____) Not to an underlying cause or associated disease.
SNM is fit for participation in a BCP and Remedial Physical
Conditioning Program (RPCP). Attached are the prescribed weight
and body fat reduction goals and dietary guidelines.

d. (_____) Not to an underlying cause or associated disease.
SNM is fit for participation in a BCP and alternative RPCP.
Attached are the physical restrictions/limitations imposed,
prognosis for return to a full duty status, weight and body fat
reduction goals, and dietary guidelines.

ENCLOSURE (2)

BnO 6100.2F

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MO's (ACHCP's) Signature

Grade

Branch of Service

Medical Title

Organization

ENCLOSURE (2)

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 Date

SECOND ENDORSEMENT

From: Commanding Officer, _____ Company

To: _____
 RANK, LAST NAME, FI.MI. SSN/MOS (Individual Marine

Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

 RANK, LAST NAME, FI.MI. SSN/MOS

Ref: (a) MCO P6100.12
 (b) MCO P1080.40C
 (c) MCO P1900.16F

1. Readdressed and forwarded.

2. It has been determined that you are not in adherence with Marine Corps body composition standards and are not eligible for the Physical Performance Evaluation.

You are being assigned to a 6-month BCP as a (1st/2nd) _____ assignment. You are directed to meet the following weight reduction goal of _____ pounds or a body fat reduction goal of _____ percent per month. Your goal is to lose _____ pounds and _____ percent body fat.

3. Your mandatory participation in the BCP and following Program begins on (YYMMDD) _____ and ends on (YYMMDD) _____.

a. (_____) The Unit's Remedial Physical Conditioning Program (RPCP) for six months per reference (a).

b. (_____) The alternate RPCP as a result of physical restrictions/limitations imposed by the Medical Officer per reference (a).

ENCLOSURE (3)

BnO 6100.2F

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4. You are advised that assistance in meeting and maintaining your weight and body fat reduction goals is available through

_____.

5. Official assignment to the six-month BCP will be reported on the Unit Diary per reference (b).

6. You are advised that failure to comply with reference (a) may result in administrative separation per paragraph 6206 or 6215 of reference (c) respectively.

CO's Signature

Unit Diary Number

Date

ENCLOSURE (2)

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UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

6100

Office Code _____

Date _____

THIRD ENDORSEMENT

From: _____
RANK, LAST NAME, FI.MI. SSN/MOS (Individual Marine
To: Commanding Officer, _____ Company
Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

1. Returned with acknowledgments. (SNM must read and initial all paragraphs below.)

2. (_____) I understand I am not in adherence with Marine Corps body composition standards, and it is not due to an underlying cause or associated disease, based on the medical evaluation completed by a Medical Officer (MO).

3. (_____) I understand I am not eligible for the Physical Performance Evaluation and I am being assigned to the BCP, as a (1st/2nd) _____ assignment.

4. (_____) I understand I am being directed to meet the following weight reduction goal of _____ pounds or a body fat reduction goal of _____ percent per month, and my weight goal is _____ pounds and body fat goal is _____ percent.

5. I understand my responsibility to (initial all):

a. (_____) Participate in the Unit's BCP for a total of 6 months.

b. (_____) Participate in the Unit Remedial Physical Conditioning Program (RPCP) or alternate RPCP, as prescribed by the evaluating MO for the duration of my six-month BCP assignment.

ENCLOSURE (4)

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c. (____) Have my weight and body fat measurements taken and recorded once every 2 weeks by the Command Physical Training Representative.

d. (____) Follow the dietary regimen prescribed by the evaluating MO.

e. (____) Complete the MCI Course 3316, "Basic Nutrition."
(First assignment to BCP only).

Individual Marine's Signature

ENCLOSURE (2)

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Office Code
Date

FOURTH ENDORSEMENT

From: Commanding Officer, _____ Company
To: Medical Officer

Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

1. Readdressed and forwarded for action.
2. SNM has been participating in the BCP and Remedial Physical Conditioning Program for four months. A medical reevaluation is requested on SNM, based on progress made towards weight and body fat reduction goals. If weight and body fat reduction goals are not being met or maintained, verify the diagnosis of no underlying cause or associated disease.
3. SNM has lost _____ pound(s) and _____ percent body fat, since being placed to the BCP on (YYMMDD) _____.

CO's Signature

ENCLOSURE (5)

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FIFTH ENDORSEMENT

From: Medical Officer
To: Commanding Officer, _____ Company
Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

1. Returned.

2. SNM has been reevaluated, resulting in the following
diagnosis/ recommendation: (Initial appropriate paragraph)

a. (_____) SNM's current body composition status is due to
an underlying cause or associated disease. Attached are the
diagnosis and recommended follow-on actions to be taken per
paragraph 3200 of the reference.

b. (_____) SNM's present body composition status is not due
to an underlying cause or associated disease. Participation in
the BCP and Remedial Physical Conditioning Program should
continue until Program assignment expires.

3. Based on the above diagnoses, medical comments and
recommendations are attached.

MO's (ACHCP's) Signature

Grade

Branch of Service

Medical Title

Organization

ENCLOSURE (6)

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6100
Office Code
Date

SIXTH ENDORSEMENT

From: Commanding Officer, _____ Company

To: _____
RANK, LAST NAME, FI.MI. SSN/MOS (Individual Marine

Subj: BODY COMPOSITION PROGRAM (BCP) EVALUATION ON

RANK, LAST NAME, FI.MI. SSN/MOS

Ref: (a) MCO P1080.40C

(b) MCO P1900.16F

1. Readdressed and forwarded.

2. Your (1st/2nd) _____ six-month assignment to the BCP
expired on (YYMMDD) _____.

3. Based on your progress while assigned to the BCP, as
documented in your BCP file, it has been determined that:
(Initial one)

a. (____) You have attained and maintained the Marine
Corps' body composition standards, and will be officially
removed from the BCP (and Remedial Physical Conditioning Program
(RPCP)) on the Unit Diary per reference (a).

(1) (____) FIRST ASSIGNMENT PARTICIPANTS. If at any
time during your Marine Corps career you fail to meet the body
composition standards a second time, you may be granted a second
BCP (and RPCP) assignment of six months with no extension.

(2) (____) SECOND ASSIGNMENT PARTICIPANTS. If at any
time during your Marine Corps career you fail to meet the body
composition standards a third time, you will automatically be
processed for administrative separation per reference
(b).

ENCLOSURE (7)

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b. (_____) FIRST ASSIGNMENT PARTICIPANTS ONLY. You have not met the Marine Corps' body composition standards, but have made satisfactory progress during your first six-month BCP assignment. You have been granted an extension for _____ additional months, and will be required to return to body composition standards upon Program extension expiration on (YYMMDD) _____. This extension has been entered on the Unit Diary per reference (a).

(1) You will continue your participation in the BCP and RPCP throughout the extension period.

(2) Thirty-days prior to Program expiration, you will be medically reevaluated.

(3) Upon Program expiration, if body composition standards are met, you will be officially removed from the BCP (and RPCP). If body composition standards are not met, you will be processed for administrative separation per paragraph 6215 in reference (b).

c. (_____) You have failed to meet the Marine Corps' body composition standards and will receive a 6105 counseling entry on your SRB/OQR's Page 11, and be processed for administrative separation per paragraph 6206 or 6215 in reference (b) respectively.

CO's Signature

Individual Marine's Signature

Unit Diary Number

ENCLOSURE (7)

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6100
Office Code
Date

From: Commanding Officer, _____ Company

To: _____
RANK, LAST NAME, FI.MI. SSN/MOS

Subj: CERTIFICATION AS COMMAND PHYSICAL TRAINING (PT)
REPRESENTATIVE

Ref: (a) MCO P6100.12
(b) BnO 6100.2E

1. Effective this date, you are certified to act on my behalf as a Physical Training (PT) Representative for the purposes of conducting Physical Fitness Tests (PFT) and Body Composition Program (BCP) measurements.

2. You are to be guided in your duties by the references and shall conduct the PFT/BCP in strict accordance with the same. As a certified PT representative, you are responsible for the proper execution of all PFT events and BCP measurements. Your signature must appear on all PFT/BCP worksheets and will attest to the accuracy of the scores/measurements contained therein.

3. You are reminded that at least one certified PT representative will be present at all PFT's run for score or official BCP weigh-ins. Additionally you will ensure that all PFT/BCP worksheets are submitted to the company office immediately following the completion of the event.

4. Point of contact at the company office is _____.

(C.O. signature)

Copy to:
S-3
Files
Co 1stSgt

ENCLOSURE (8)

BnO 6100.2F

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RECEIVING ENDORSEMENT:

1. I received this appointment letter on _____. I fully understand my responsibilities as they pertain to this assignment.

SNM SIGNATURE

ENCLOSURE (8)